

**CONFIDENTIAL**

PROCUREMENT AND SUPPLY

1. Procurement and Contractual Responsibilities

Statutory and regulatory authorities and limitations  
Designation of procurement and contract officers  
Budget clearances  
Procurement procedures

2. Classes of Supplies and Services

Expendable Office Supplies  
Non-Expendable Office Equipment  
Communication Supplies and Equipment  
Operation Supplies and Equipment  
Medical Supplies and Equipment  
Contractual Services  
Maintenance and Repair Services  
Reproduction and Printing Services

3. Storage, Issue, and Distribution

Maintenance of warehouse and stock room  
Physical storage  
Stock catalogs  
Records maintained of acquisitions, transfers and issues.

4. Requisitioning Procedure

For office supplies and equipment  
For forms and printed matter  
Approvals and justification required for unusual items  
For miscellaneous services and repairs

5. Records and Reports

Running inventory and stock record accounts  
Record of receipt of property and supplies  
Periodic reports to GAO on contracts  
Special reports required

6. Procurement and Supply at Field Installations

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Foreign Stations

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